

CENTRAL INTELLIGENCE GROUP
RECRUITMENT REQUEST

2 November 1948

IT IS REQUESTED THAT THE PERSONNEL DIVISION FURNISH THIS OFFICE WITH LISTS OF ELIGIBLES FOR THE POSITION(S) INDICATED BELOW:

ORGANIZATION	POSITION
OFFICE	TITLE
Office of the Director	Clerk-Stenographer
BRANCH	GRADE
Office of the General Counsel	GS-4
DIVISION	SALARY
	\$2724.00
SECTION	NUMBER DESIRED
OFFICIAL STATION	One (1)
Washington, D. C.	

DESCRIPTION OF DUTIES: (COMPLETE)

Take and transcribe legal dictation from attorneys in the Office of the General Counsel relating to OSO activities and over-all Agency operations and intelligence matters. Dictation will include legal briefs, opinions, decisions, letters, wills, contracts, etc. Assist in secretarial duties of the Office, including liaison with Archives, registries, and reference services; filing; answering telephone; acting as receptionist in Office; arranging appointments for the Assistant General Counsel for OSO and two assistants; handling incoming mail; routing material to members of Office; and various other secretarial duties arising in day to day operations.

This appointment is to be temporary in nature, covering a period of perhaps one or two months, and has been approved by the Executive for AAM as an extra slot outside of the present T/O for the Office of the General Counsel. Please expedite.

SPECIAL QUALIFICATIONS DESIRED: (EDUCATION, LANGUAGES, EXPERIENCE, RESIDENCE ABROAD, ETC.)

High School education with at least three years' stenographic or secretarial experience, preferably Government experience.

POSSIBLE CANDIDATES: (IF ANY)

NAME

25X1A

SIGNATURE (REQUESTING OFFICIAL)

General Counsel